



Oakwood Country Club
Complete Banquets Guide



Photograph by Kayla Evatt

Updated 8/25/19





Oakwood Country Club's Premiere Event Space

We are delighted that you may be thinking of having Oakwood Country Club host your event!!! As with most events, with many of the decisions and logistical details, it can also become overwhelming. Our staff is here to help make the planning process a stress-free experience.

We are happy to answer questions, provide suggestions, and act as a liaison for all venue-related concerns throughout the planning process.

Whether you seek a quaint room for 15 for an intimate gathering or need to use all of our spaces for a large fundraiser or even a Prom for 200+ guests, Oakwood can deliver a memorable experience that matches or exceeds your expectations. Oakwood Country Club has a rich history of staging events for the greater Lynchburg region with distinction. We also offer a variety of food and service options tailored to meet your needs, budgets, and vision of your event.



Amenities included:

- Tables and chairs
- Most set-up and break down included
- Professional wait staff (*bartender is not included in rental fee however*)
- Basic white or black linens, including napkins and tablecloths
- Access to our “Décor Closet,” which houses gold and silver chargers, silver candelabras, wooden slabs, votive holders and candles, table runners, white and black chair covers, and much more!
- Use of our surround sound system, wireless microphones, and complimentary wireless internet
- Complimentary parking (*almost 100 parking spaces, not including Overflow*)



Photograph by Abigail Jill

For an even more “over-the-top” event consider our extra amenities:

- | | |
|---|---|
| ➤ Use of up to three satellite bars | \$85 set-up fee/bar |
| ➤ Bartender fee | \$20/hour, minimum of two hours |
| ➤ Corking fee | \$11/bottle |
| ➤ Use of colored napkins | \$0.30/napkin |
| ➤ Use of colored tablecloths (85” square) | \$4/linen |
| ➤ White or ivory floor-length tablecloths | \$16/linen |
| ➤ Use of the large field | \$200 |
| ➤ Green padded Chiavari chairs outside | \$3/chair |
| ➤ Use of OCC golf carts | \$100/golf cart <i>OCC staff drivers only</i> |
| ➤ Converting a room | \$200 (Ballroom), \$100 (other rooms) |

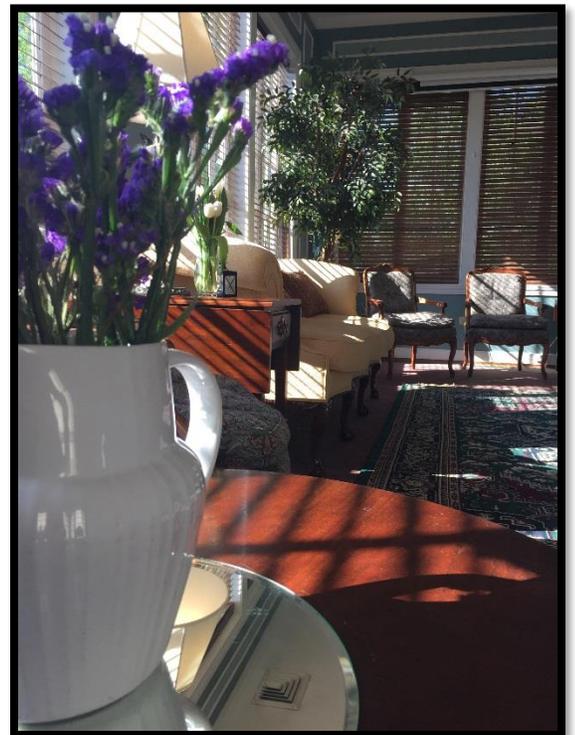


Venue Rooms and Rental Costs

Traditionally, Oakwood has had a set price for each room, regardless of what kind of event was taking place. However, we have decided to update our rates to help our clients a little. The room rate will depend entirely on what type of event will be taking place, which rooms will be used, and the number of guests. Below you'll find a description and pictures for each room, so that it may help you visualize which space you'd like to host your event, followed by the room costs.

Rooms Available:

Board Room {18 x 24} Our carpeted Board Room has a beautiful view of our pool and the mountains and is the entrance for our lovely Terrace, which has an even more spectacular view! This room is perfect for a smaller event, such as an afternoon (bridal) tea, an intimate birthday dinner, or even just a small get-together with friends and family. When using the room with the West Room, it's the perfect setting for setting up a food buffet or even food stations. For a seated event, we would suggest having no more than twenty guests.



West Room {20 x 30} Our West Room also overlooks the pool, and is perfect for evening events, as the sun is setting on this side of the building. This room includes the Board Room, if preferred, and can be transformed from a business luncheon or rehearsal dinner with round tables to cocktail hour with living room furniture and high-top tables for a more casual and relaxed feel. For a seated event, we recommend up to 48 guests, but we can seat as many as 60 though there will be less space. For more casual events with no official seating for all guests, both rooms can fit up to 70 of your guests.



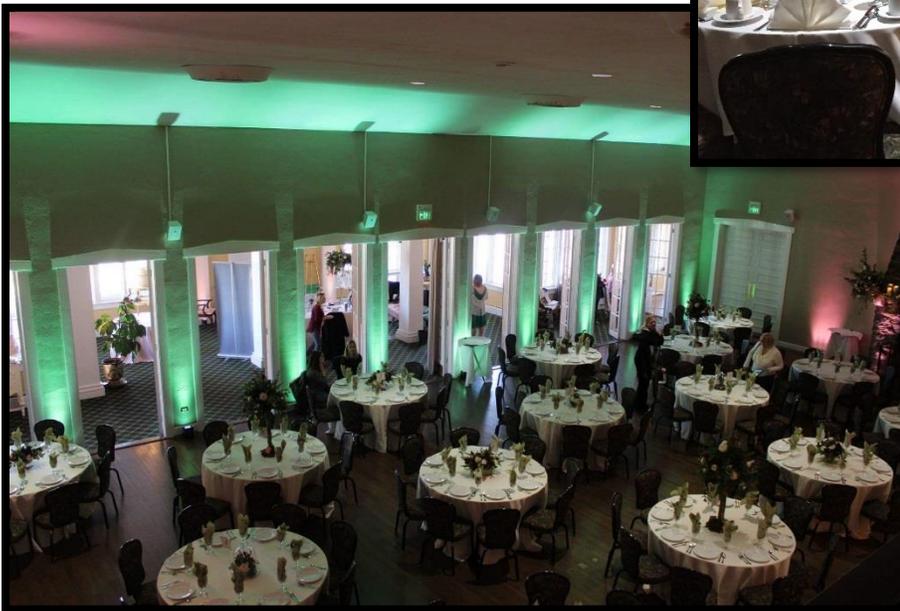
East Room {20 x 30} The East Room is also the same size as the West Room, but it does have incredibly high ceilings and is perfect for day time events especially, because of all of the light! The wood floors, the high ceilings, and the proximity to the facilities make it an ideal room for business meetings, showers, and other plated events. As with the West Room alone, we recommend up to 60 guests, though 48 guests maximum is preferred, for any type of event in this room.



Photography by Brittany Titus>



Ballroom {60 x 40} Our magnificent Ballroom can be set up in any way, from round tables seating up to 180 guests, to rows of tables, perfect for a training seminar. The wood floors are in excellent condition and have been used for many dances and concerts. Surround sound is in this room as well, and we do have Bluetooth-enabled speakers and wireless microphones available. The balcony above is perfect for wedding bouquet tosses or even as a place to put a band or DJ. The Pub Bar is attached to the Ballroom and can be used for beverages, or even as a place to put appetizers or a photo booth. With so many different options for this space, it's perfect for almost any event!



Room Rental Costs:

<i>Number of guests:</i>	<i>10 – 20</i>	<i>Up to 60</i>	<i>50 – 150</i>	<i>150+</i>
<i>Room(s):</i>	<i>Board Room</i>	<i>West*/East</i>	<i>Ballroom**</i>	<i>All Rooms</i>
<i>Weddings</i>	<i>\$79</i>	<i>\$249</i>	<i>\$2,049</i>	<i>\$2,249</i>
<i>Rehearsal Dinners</i>	<i>\$60</i>	<i>\$200</i>	<i>N/A</i>	<i>N/A</i>
<i>Business meeting or training seminar</i>	<i>\$30</i>	<i>\$125</i>	<i>\$500</i>	<i>\$650</i>
<i>Celebrations***</i>	<i>\$50</i>	<i>\$150</i>	<i>\$800</i>	<i>\$1,200</i>
<i>Fundraisers</i>	<i>Contact the Director of Events for our special rate!</i>			
<i>Active Oakwood Members {maximum costs}</i>	<i>\$40</i>	<i>\$100</i>	<i>\$600</i>	<i>\$700</i>

**The West Room can include the Board Room, if desired*

***The Ballroom includes either the West or East room, if desired*

****Celebrations can include birthday parties, engagement and anniversary parties, baby and bridal showers, Christmas parties, bon voyage parties, Celebrations of life (funerals), class dances or reunions, retirement parties, etc.*

Special Pricing

- ✓ Active Oakwood members get a significant discount on all rented rooms. The prices listed above are the maximum price that they will pay for their room(s).
- ✓ Non-profit organizations may be subject to a special room rental discount. Please contact our Director of Events for more information.
- ✓ Any client being sponsored by a member will receive a 25% discount on the room rental, and the Oakwood member will be held under no obligation or liability by Oakwood Country Club.
- ✓ You will receive a 10% discount on the room rental fee if you book your event for the months of February, July, or August, as long as no additional discounts apply.
- ✓ For weddings only, if you book the Ballroom for your reception, we will offer a 50% discount on the room rental fee if you choose to have your bridal shower, rehearsal dinner, or (in the future) baby shower here with us as well.



Venue Tour & Planning Process

On-site visits are always recommended to ensure that the physical layout will meet your requirements. Making an appointment with our Director of Events is encouraged to better facilitate such a visit. Our Banquets Sous Chef may also be made available as a courtesy to the appointment.

Once we have discussed your expectations of Oakwood, a Proposed Event Contract will be provided to you based on these discussed details. These details will include the food, locations of items, timeline, and décor details. A floor plan will be put together within one week of the event to ensure that the client is satisfied with the layout. When all details have been agreed upon, the Event Contract must be signed by all parties to give an assurance as to the final plans, details, and prices.

Menu Requirements and Restrictions

Our Banquet Menu Guide is to be used as a guideline. Our Chef and Director of Events will work together with you to create the menu that you have envisioned. We do not allow outside food and beverage, although we do allow desserts to come from outside vendors if you choose. We do price food and drink items per person, except for the appetizers and some of the dessert platters, and we do our best to accommodate a price for children, food for those with allergies, and other special circumstances.

All food and beverage items are subject to 6.3% Virginia sales tax, 6.5% Lynchburg City meals tax, and an 18% service charge.



Important Dates & Information

Date and Deposit

Event booking is based on a first-come, first-serve basis. A deposit, equal to 50% of your venue rental fee is required to reserve your date. We can place a hold on a date without receiving a deposit until you have made your final decision; however, if another potential client wishes to have an event on the same date, we will contact you to secure a deposit within one week or the other client will have the ability to have the date and room. The date and rooms are guaranteed only once the deposit has been received. Deposits and payments can be made with cash, check, credit card, or Oakwood member charge and are applied to the balance of your final bill.

*Payment Schedule and Head Count**

Payment Schedule

- A deposit, equal to 50% of the room rental fee (or \$25 minimum), is due upon officially reserving the date. The deposit becomes non-refundable within 45 days of your event.
- Thirty days prior to the event, a payment of 50% of the quoted amount is due, and this amount is considered non-refundable as it is within 30 days of your event. This amount will include any open bar estimate.
- One week before the event, the balance is due. Concerning any type of open bar, the client will be required to fill out a credit card authorization form so that Oakwood can charge any excess balance within a week after the wedding. If the total is lower than the bar estimate that was previously paid, Oakwood will send you a refund for the extra amount paid within two weeks.
- There will be a finance charge of 1.5% charged monthly on any unpaid accounts. In the event this matter is turned over to an attorney, the client will be responsible for all attorney's fees and other costs of collection.

Headcount & Menu

- For all events, a finalized menu must be decided upon at least two weeks prior to your event.
- Oakwood must be notified of the final headcount at least one week before the event. Food and beverage will be charged according to this final headcount number or the actual number of guests on the day of the event, whichever is greater. If the final headcount is not provided, the estimated number on the Event Contract will serve as the guarantee.
- Due to fluctuating wholesale food and beverage prices, menu prices will be guaranteed 30 days prior to the event, but in no case will be more than 10% higher than the prices on the signed contract.

**Weddings do not apply to these guidelines as they have a separate guide to follow. Please request to see our "Complete Wedding Guide" for more information.*



Restrictions

While we do allow clients to use our wide variety of decorations in our décor closet, there are some restrictions that apply:

- No decorations may be hung from the ceiling.
- Wall decorations must not damage or puncture the wall.
- Any flame must be surrounded by flame-retardant material (*glass*).
- Fire exits must not be blocked.

Alcohol Policy

Oakwood Country Club abides by all Virginia ABC laws regulating the sale and consumption of alcohol. We will request valid ID from all guests that look under the age of 40. We reserve the right to refuse service to anyone at any time. No outside alcoholic beverages may be brought onto club premises or may leave club premises. In select circumstances, champagne and/or wine purchased outside of the club may be allowed into the club and will be subject to a corking fee.

Extreme Circumstances

As we cannot predict Mother Nature, severe situations may prohibit an event from taking place. The owners and managers will work together to try to accommodate a fair solution to such unforeseen circumstances.

Conduct

At Oakwood Country Club, we expect proper conduct at all events by our members and guests. We ask that the clients will cooperate with our staff if a guest needs to be asked to leave for any reason.

Accessibility

Oakwood does have a wheelchair accessibility ramp at the front of the building, leading into the Main Foyer. We do have ten handicapped parking spots close to the building. All rooms are accessible by wheelchair aside from the third floor, which is the location of the business offices and the Conference Room.

Property Damages Fee

The client accepts full responsibility for any damage to our grounds, facilities, or materials. In such an instance, they will receive a bill detailing the total replacement costs, including labor if applicable. The club is not responsible for any loss or damage to any personal items not removed at the end of the event.



Available Support Team for your event!

While we are (possibly) almost as excited as you are about Oakwood Country Club hosting your event, we want to be sure that you are equipped with a local guide that will help you as you navigate through finding the vendors that will help to make your event perfect!

*Please note that you are not limited to using this list
These vendors have been used by our clients before

Music

Musicians

Renee Ruth* (Singer & Pianist) {434} 851-1300

Tanner Odle/Baton Rouge Quintet* (Musician Booker) {549} 860-6916

Bands

Apple Butter Soul* (Ty Scott) {434} 610-4941

Heat of the Night Band* (Cheryl Payne) {540}
494-7473

The House Band* (Marion Buck) {434} 386-1404

DJ's

Craig Whitacre* {540} 860-6916

Obehi the DJ* {434} 253-5751

Freddy Mac* {301} 325-7249

DJ T-Rex (Travis Tosi) * {434} 426-1059

Florist

Love Blooms by Doyle's* {434} 846-6581

Cheryl's Secret Garden {434} 239-0247

Kathryn's Flowers {434} 846-6494

RS Exclusive* {434} 420-0301

Photography

Adam Mullins Photography {434} 374-7357 www.themullinsphotoco.com

Amber Stinnett Photography* {434} 944-0526 www.AmberStinnett.com

Megan Vaughan Photography* {469} 765-5230 www.megan-vaughan.com

Stone Blue Productions* {434} 420-2583 www.stoneblueproductions.com

Abigail Jill* www.AbigailJill.com

Sherry Conrad* {434} 258-7041 www.SherryConrad.com

Brittany Titus* {770} 710-7364 www.BrittanyTitusPhotography.com

Fire Away Photography (Chris Wilson) * {540} 309-7203

www.fireawayphotography.com

Out of Twig (Karissa Grantham) * www.ootwig.com

Kimberly Burke Photography* {434} 209-3641 www.kimberlyburkephotography.com



Videography

Brown Bowtie Videography (Derrick Brown) {434} 381-0415

www.brownbowtie.com

Mitch Vaughan Productions {214} 663-3663 www.mitch-vaughan.com

One Story Weddings (Jonah Guelzo) {424} 789-9419 www.onestoryweddings.com

Hotel Accommodations

The Virginian Hotel {434} 229-3200

712 Church Street

Craddock Terry Hotel {434} 455-1500

1312 Commerce Street

Holiday Inn Downtown {434} 528-2500

601 Main Street

The Little Extras

Event Coordination & Designer

RS Exclusive (Sandra Guelzo) * {434} 420-0301

Uplighting

Castle Event Lighting {434} 525-6894

Vintage Rentals

Happily Ever After Event Rentals (Melanie Woods) {434} 941-7217

Photo Booth

Grinnin Booth {703} 625-2377

Sanders Family Photo* {434} 534-7125





About Oakwood Country Club

Oakwood's history dates to the late 19th century. The Lynchburg Gun Club held a prominent place in the society among the most affluent men of a very prosperous Lynchburg. A 15-acre tract south of the present Randolph College was home to this club. This club changed its name to Oakwood Club at the turn of the 20th century. In 1912, the prominent men in charge agreed to move to the "country" to purchase the 100 acre Clofton Farm and chart a new course that remains home to our club grounds today.

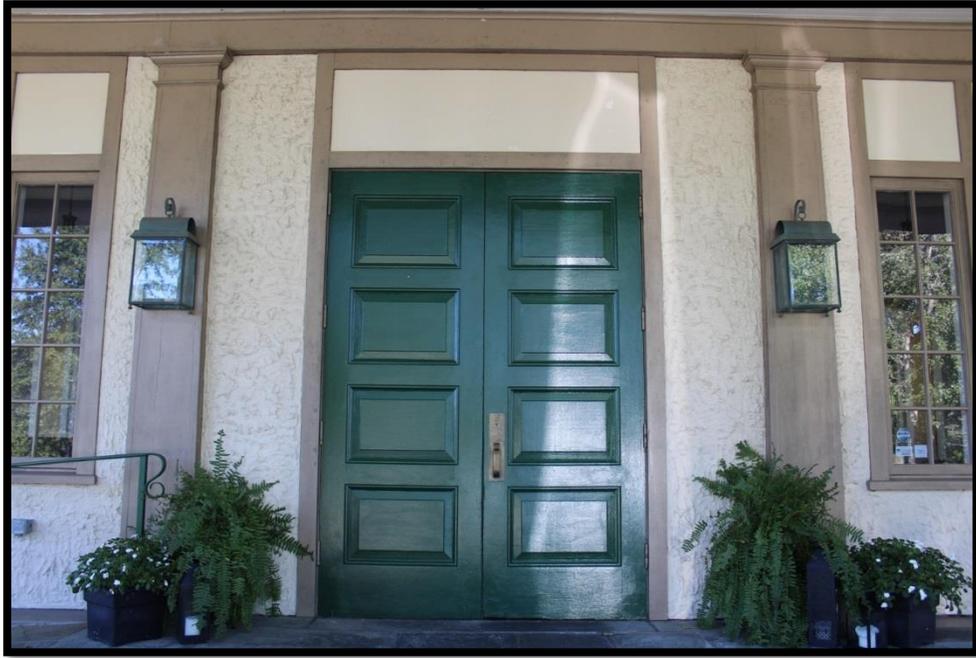
Oakwood Country Club, Inc. was officially chartered in 1914 in what is now Lynchburg City but was then still part of Campbell County. J.M. Lewis was the architect of the distinctive clubhouse that survives to date in spite of a major fire in the 1920s. For a detailed historical perspective we submit you will make discoveries at the Jones Memorial Library in Lynchburg, Virginia. A local historian, Chambers, devoted a page to Oakwood in his book that may also be of interest.

The history that relies more on personal recollections are the fabulous stories of the individuals who provided leadership or were content in simply enjoying their lengthy membership in Oakwood. Generations of families literally grew up at the club. It is an unmistakable fact that the club is regarded as somewhat of a community asset.



Revisions to Fees & Guidelines

Aside from previous contracts that have already paid a deposit, this Complete Banquets Guide is effective as of August 25, 2019.



Thank you for your initial interest in having your event at Oakwood Country Club. We look forward to finalizing plans and then delivering a final product that will earn your return patronage.

Contact Us!

Director of Events: **Elyssa Ezmirly**
{434} 384-8181 ext. 3
elyssae@oakwoodcc.net

3409 Rivermont Avenue
Lynchburg, VA 24503
{434} 384-8181
www.oakwoodcc.net

